

POLICE SERGEANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises the first level of supervisory line positions in the department. Employees of this class are responsible for the direction and supervision of lower ranking police officers. Sergeants patrol assigned areas, providing assistance, back-up, and training for police officers. Sergeants oversee traffic control, accident investigation, and general patrol work, as well as handling family disturbance calls. They also investigate, or assist the assistant police chief in investigating, all crimes committed in the jurisdiction. Routine duties of this class are handled independently, with special assignments directed by the police captain or assistant police chief. This class ranks directly below that of Police Captain.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises units on the street during shifts to make sure they are patrolling, covering calls correctly, and/or making traffic stops correctly; performs any of the duties of lower ranking employees including traffic control, accident investigation, and general patrol when such are required;

Attempts to resolve differences between parties involved in family or neighborhood disputes; attempts to prevent violence between parties involved in a dispute by using physical restraint, if necessary;

Makes initial and follow-up investigations of complaints; determines point of entry where burglary has occurred; searches for physical evidence at crime scene; identifies and labels all evidence collected; preserves chain of possession of evidence; releases evidence to laboratory experts for analysis; uses fingerprint equipment to lift prints; notifies coroner of cases of homicide and rape; takes written, signed statements from witnesses;

Conducts searches upon probable cause without a warrant; makes application for and executes search warrants; watches designated buildings or locations to prevent crimes or apprehend suspects; maintains surveillance of vehicles suspected of

connection with illegal actions; collects information and evidence to identify persons suspected of committing crimes; locates and apprehends persons suspected of committing crimes; interrogates suspects; prepares for and testifies in court;

Reviews and critiques reports prepared by subordinates to correct errors and provide direction and supervision; fills in forms and completes standardized reports; writes narrative reports; makes reports, either formal or informal, on work performance and attitude of subordinate officers to designated superior;

Talks to subordinates in formal sessions or informally to explain and provide assistance and guidance in police work; verbally corrects subordinates when their work performance, attitude, or behavior falls below expected standards;

Assigns specific work to subordinate officers;

Administers PEI test;

Calls parents and requests them to be present during questioning of juveniles; interviews or questions juveniles following established procedures; makes arrests of juveniles and turns cases over to appropriate juvenile authority;

Locates missing persons or runaways by collecting information and taking action indicated;

Serves official papers such as warrants, subpoenas, summonses;

Recovers lost or stolen property;

Participates in formal or informal training conducted or sponsored by the department;

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

Must be a regular and permanent employee in good standing in the class of Police Officer.

Before promotion, must pass a medical examination approved by the local civil service board designed to show good health and physical abilities sufficient to perform the duties of the position.